

Position Summary

Under the general direction of the Division Administrator, perform a broad range of functions as the Controller for the State of Wisconsin and as the Director of the State Controller's Office, supervising all bureau staff. The State Controller provides statewide directions on functional issues impacting the State's financial operations and serves as the business owner for the financial portion of the STAR ERP system. This position manages the policies and procedures used to generate the biweekly payroll. In addition, the position establishes enterprise policies and procedures for expenditure, encumbrance, and revenue reporting.

Responsibilities also include oversight of daily receipt and disbursement processing including the processing and recording of all outgoing state check, ACH and wire payments, as well as the timely recording of incoming cash receipts. The position oversees the shared service used to affect the timely transfer of Federal grant funds to the State in accordance with the Cash Management Improvement Act.

The State Controller directs the State's treasury management functions including the determination of the state's daily cash position, receipting all state moneys and monitoring the state's bank accounts, directing internal audit functions related to state agency's internal controls and other financial matters, and providing direction and guidance on all financial management related matters of state government as problems, issues or new developments occur, and enforcing compliance to all general state financial policies. Finally, this position manages the preparation of the State's Annual Fiscal Report (budgetary basis) and the Comprehensive Annual Financial Report (generally Accepted Accounting Principles basis).

This position leads the monthly meetings of the Financial Leadership Council. Outreach expected of this position includes serving, ex-officio, on the Audit Committee of the State Investment Board, participating in the National Association of State Comptrollers, and contributing to the improvement of financial operations and financial reporting nationwide. The individual in this position should be an actively licensed certified public accountant.

Goals and Worker Activities

Time Objectives and Tasks

15% A. Provide direction and guidance in all financial management related matters of state government as problems, issues or new developments occur. Commonly this will involve interaction with various management levels both internal and external to Wisconsin state government, such as the:

A1. Management and staff of the State Budget Office and the Legislative Fiscal Bureau related to budget development and executions.

A2. State agency financial management personnel.

A3. The State Auditor and staff.

A4. Representatives of other governmental and private organizations.

A5. The Financial Leadership Council. Provide technical and policy level presentations to that group at their regular meetings.

15% B. Oversee the preparation of the state's annual financial and fiscal reports.

B1.

B2.

B3. Direct the development and application of policies and procedures to annually convert the state's budgetary basis of financial accounting to the GAAP basis of financial reporting.

B2. Supervise the overall workplan establishing responsibilities for internal staff and state agencies in the compilation of the CAFR.

B3. Ensure that the Financial Reporting Section monitors the development and implementation of pronouncements promulgated by authoritative bodies (e.g., the Governmental Accounting Standards Board) and assesses their impact on the reporting of the state's finances.

B4. Communicate and explain the financial results as presented in the CAFR to management and other interested parties.

10% C. Serve as the Business Owner for the Financial portion of the STAR – ERP System.

C1. Working with the STAR Team, develop priorities for system configurations and enhancements that improve the internal control, efficiency and effectiveness of STAR.

C2. Ensure that the State Controller's Office is engaged in the testing of annual upgrades as necessary.

C3. Ensure compliance with the overdraft requirements under s. 20.903(2), Wisconsin Statutes.

C4. Oversee requests to expand or contract the chart of accounts to ensure that budgetary, GAAP and Federal reporting requirements may be met.

C5. Ensure that STAR configurations allow the State to fulfill its reporting requirements under the Cash Management Improvement Act.

C6. The Depository Selection Board, including oversight of the bureau staff serving as resources to this body.

C7. Direct the continuing development of Accounts Payable best practices for the enterprise.

10% D. Direct the State of Wisconsin's enterprise accounting, internal auditing and payroll operations, including but not limited to establishing policies and procedures for:

D1. Expenditure, encumbrance and revenue recording.

D2. Check writing and cash disbursement processes.

D3. Budgetary overdraft control.

D4. Payroll/leave accounting.

D5. Accounting for bond proceeds, capital expenditures and bond refunding.

D6. Audits of agency's internal controls and other financial matters.

10% E. Direct the performance of audits of agencies' operations.

E1. Oversee the determination of the types of audits to be performed. These could include internal control reviews, compliance audits, financial audits, operational audits and other special reviews.

E2. Review and approve reports on the results of the internal audits.

E3. Direct the monitoring of the preaudit function delegated to the agencies in accordance with s. 16.53, Wisconsin Statutes.

E4. Oversee the updating and revising of the "State Single Audit Guidelines" to establish policy for implementation of the Federal Single Audit Act.

10% F. Direct the treasury management functions for the State of Wisconsin.

F1. The determination of the state's daily cash position. Implementation of cash management policies that maximize the earnings of the State Investment Fund.

F2. The receipting of all state moneys.

F3. The distribution of State Investment Fund earnings to the Statutory Funds.

F4. The timely reconciliation of the enterprise cash concentration bank account.

F5. Forecasting the general fund cash flow.

10% G. Supervise the State Controller's Office.

G1. Direct staff and assign tasks and projects, consistent with the general direction provided by the Division Administrator.

G2. Interview and hire new staff as required to fill vacant positions.

G3. Set performance standards for staff and prepare performance evaluations.

G4. Administer employment practices to ensure that equal opportunities for appointment, promotion, employee development and retention exist for all employees.

G5. Attract minorities, women and handicapped persons to positions so the representation reflects their availability in the labor market.

G6. Determine disciplinary action to be taken against any employee, if necessary, and ensure that it is administered in a way which treats all employees fairly.

10% H. Enforce compliance to all general state financial policies, such as:

H1. Travel expense policy established by the Division of Personnel Management.

H2. Federal grant, service center and other revolving account financial condition requirements established by statute.

H3. Budgetary policies and various levels of spending authority compliance as established by statute, the Joint Committee on Finance and the State Budget Office.

H4. Procurement policies established by statute and regulations of the Bureau of Procurement.

H5. Cash management policies and procedures as needed to maximize the State Investment Board's investment opportunities.

H6. Employee compensation as established by the Joint Committee on Employment Relations, employee bargaining unit contracts and the Federal Fair Labor Standards Act.

H7. The Single Audit Program mandated by the Federal Single Audit Act of 1984.

5% I. Oversee the process to update the Wisconsin Accounting Manual, and the Wisconsin Reconciliation Manual.

I1. Ensure that annual updates are assigned and made by the appropriate sections within the State Controller's Office.

I2. Maintain a collaborative environment with state agencies in order to foster greater efficiencies and effectiveness in policies and procedures.

5% J. Advancement of equal opportunity and affirmative action principles in the operations of the unit and the management of employees.

J1. Uphold federal and state equal opportunity laws by recognizing and taking active steps to eliminate work unit discrimination based on an employee's protected status (e.g., race, religion, gender, marital status, sexual orientation, arrest or conviction record, age, political affiliation,

national origin or ancestry, creed, disability, or membership in the national guard, state defense force or any other reserve component of the military of the United States or this state).

J2. Plan, develop and implement specific short and long-term AA/EEO goals for the work unit to increase the number of AA target group members employed in the unit.

J3. Work with each employee to develop a career development plan that identifies training and advancement opportunities that may encourage the retention of the employee.

J4. Actively contribute to the department's efforts to attract, employee and advance affirmative action target group employees in permanent, part-time and limited term employment. Coordinate these efforts for the work unit in cooperation with division staff, the human resources coordinator and personnel specialists in the bureau of personnel.

J5. Review and implement division, bureau and work unit AA/EEO policies and procedures relating to the hiring, training, advancing and evaluating of all work unit employees.

J6. Provide information on AA policies and procedures to staff, concerning agency AA/EEO goals, harassment and discrimination policies, and training and advancement opportunities.

Knowledge, Skills, and Abilities

1. ERP Accounting and Payroll Systems.
2. Excellent oral, written and interpersonal communications skills needed to maintain effective working relationships and facilitate larger meetings.
3. Skilled in effective supervisory and management techniques.
4. Supervisory experience of accounting and financial staff.
5. Proficiency working with a large, integrated accounting/financial management system, such as an ERP system.
6. Knowledge of Generally Accepted Accounting Principles, rules and theory.
7. Strong computer skills including advanced-level MS Excel, and experience working with relational databases.
8. Demonstrated ability to manage multiple projects with competing deadlines.
9. Demonstrated ability to reconcile large amounts of data between two or more financial systems.
10. Ability to administer financial oversight and recommendations.
11. Financial data analysis and reporting.

Special Requirements

- Active Certified Public Accounting License desired